



KCP Program Assistant (80 day – 12-month contract; Approx. 1 ½ days/week; One year term covering a leave of absence) – Flexible within the Kootenay Region

[Kootenay Conservation Program](#) (KCP) is a broad partnership of land and water conservation stewardship groups, First Nations, other government agencies, and agricultural producers working throughout the East and West Kootenays. The partnership seeks to cooperatively conserve the biological diversity and naturally functioning ecosystems of the region through land conservation and stewardship while sharing knowledge and expertise, building financial support, and promoting collaboration. We have a small and dedicated team of contractors working from a variety of Kootenay communities.

Purpose and General Description:

KCP is seeking a highly organized and tech-savvy contractor to provide support services to a broad range of KCP initiatives including workshops, field tours, and Local Conservation Funds. This is an exciting opportunity for someone with excellent organizational, administrative, and communication skills as well as an interest in conservation.

Reporting Relationship

The Program Assistant reports directly to the KCP Program Director and will work closely with the KCP Communications Coordinator, as well as KCP partners and supporters.

Duties and Responsibilities:

- Conduct administrative duties including assistance with notetaking, file management, reviewing communications materials, and scheduling meetings.
- Assist with funding proposals and project reporting including compiling reporting statistics and writing reports.
- Assist with organizing and delivering (where required) events (such as Spring Tour, Conservation Action Forums, Fall Gathering and AGM, and Webinars) including logistics (venue, catering), online registration system, managing registrants, and setting up online meetings (Zoom platform).
- Conduct administrative duties for Local Conservation Funds including reviewing and tracking project deliverables and reporting, updating application and reporting forms, preparing letters for applicants, maintaining spreadsheet of leveraged funding support, collating applications, and organizing Technical Review Committee meetings and taking notes to compile into draft report of recommendations.
- Assist with organizing and delivering KCP meetings including Stewardship Committee and Board meetings as required.
- Assist with webinar series planning and technical support using Zoom platform.
- Assist with developing presentations when required.
- Create surveys using Google Forms as follow up to events, and compile results for reporting.

- Assist with other KCP administrative tasks as directed by the KCP Program Director.

Essential Qualifications:

- Strong administrative skills. Experience in a non-profit organization is an asset.
- Strong attention to detail.
- Strong ability in time management to accomplish diverse activities and meet deadlines.
- Significant Experience using MS Office, Word, Excel, PowerPoint, Adobe Acrobat (including making forms), Zoom and Google Docs. Experience with Constant Contact and Word Press is an asset.
- Experience with online communication platforms and technology.
- Strong communication and technical writing skills.
- Ability to provide a fully functional personal workspace.
- Ability to work as part of a team and also work independently.
- Ability to set objectives and manage performance.
- Flexible in workdays to meet program event needs, with occasional overnight travel required.
- Be located in the Kootenay region.
- Reliable vehicle to travel to organization events (note that mileage will be covered).

Preferred Qualifications:

- Administration and/or project coordination and management experience.
- Event planning and management experience.
- Background in conservation or natural resource management.
- Sound knowledge of the Kootenay region and culture.

Compensation:

- This contract will compensate at \$25 to \$35 per hour, to be determined based upon skills and experience. Higher compensation may be considered based on strong experience and background.

Expected Start Date:

- Expected start date is late March/early April 2026.

To Apply:

If you are interested in joining our team, please forward your resume (including three current references – both personal and work related) and cover letter (indicating clearly how you meet the qualifications of the position), indicating “Program Assistant Application” in the subject line, **by Friday February 13, 2026, Noon PDT; 1 pm MT** to the Kootenay Conservation Program. Submit application as a single PDF via email with the Subject line “Program Assistant Application” to: kendal@kootenayconservation.ca.

We thank everyone who applies for their interest in Kootenay Conservation Program; however only candidates selected for an interview will be contacted.